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Motor Torpedo Boat
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November 1945

COMMANDER MOTOR TORPEDO BOAT SQUADRONS

PACIFIC FLEET

STAFF INSTRUCTIONS

0002

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Promulgating Letter.

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MOTOR TORPEDO BOAT SQUADRONS PACIFIC FLEET
Office of the Commander
c/o Fleet Post Office
San Francisco, Calif.

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From: Commander Motor Torpedo Boat Squadrons,
PACIFIC Fleet.
To: Staff of Commander Motor Torpedo Boat Squadrons,
PACIFIC Fleet.
Subject: Staff Instructions.

1. The Staff organization and instructions contained herein are promulgated for the information and guidance of all officers and men attached to the Staff, and for the information of ships and Squadron Commanders of Motor Torpedo Boat Squadrons, PACIFIC Fleet, in coordinating matters relating to ships and the flag.

2. Recommendations for changes and additions to these instructions are invited.

R. W. BATES
Commodore, U. S. Navy
Commander Motor Torpedo Boat Squadrons PACIFIC Fleet.

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SECTION I

STAFF INSTRUCTIONS AND ORGANIZATION

101. The following definition and statement of the general functions of the staff as found in the Navy Staff Manual by Vice Admiral W. S. Pye, U.S.N., are quoted below for information and guidance.

"(a) The staff of a unit consists of the officers who are specifically ordered, or detailed, to assist the Commander in the exercise of command.

(b) The staff secures and furnishes such information as may be required by the Commander, prepares the details of his plan, translates his decision into orders, and causes such orders to be transmitted to the command. It brings to the Commander's attention matters which require his action or about which he should be informed, makes a continuous study of the situation, and prepares tentative plans for possible future contingencies for the consideration of the Commander. Within the scope of its authority it supervises the execution of plans and orders and takes such other action as is necessary to carry out the Commander's intentions.

(c) In order to expedite the execution of orders and to promote teamwork between units, a Commander may authorize his staff officers to communicate directly with the staff officers of other units as to details of orders issued or received. Inter-staff communication, when used, should be arranged preferably by the commanders concerned.

(d) The staff officer should have a thorough knowledge of the policies of his Commander and should be acquainted with subordinate commanders and their units. A staff officer should be an active, well-informed assistant to the Commander and a helpful adviser to subordinate commanders."

It is considered that the above leaves little to be desired in the expression of the general functions of a staff.

102. The staff is organized for operations into five sections, each under the supervision and coordination of the senior officer thereof, as indicated on the following page:

ADMINISTRATION & PERSONNEL SECTION N-1

Flag Secretary
Personnel Officer
Assistant Personnel Officer
Medical Officer
Chaplain

INTELLIGENCE SECTION N-2

Intelligence Officer
Aerological Officer

OPERATIONS SECTION N-3

Operation Officer
Aviation Officer
Gunnery Officer

LOGISTICS SECTION* N-4

Logistics Officer
Engineering Officer
Material Officer
Supply Officer

*Note: This section is assisted by the Gunnery, Communication and Aviation Officers as concerns their respective specialities.

COMMUNICATIONS SECTION N-5

Communication Officer
Communication Watch Officers
Coding Officer

103. In matters involving more than one section, the section having paramount interest will be designated to take the required action, and the work of the sections involved will be coordinated by the senior of the officers involved.

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SECTION II - COMPOSITION, ORGANIZATION AND DUTIES.

(a) Duties and Responsibilities of Individual Members of the Staff.

CHIEF STAFF OFFICER - (01)

201. (a) Is charged with:

1. Formulating and announcing the policies for the general operation and procedure of the Staff.
2. Directing and coordinating the work of the Staff.
3. Supervising the preparation, inauguration, and execution of operation plans or operation orders.
4. Keeping the Commander informed of: enemy situation; own situation regarding location, readiness, training, strength, morale, equipment, logistics, and general effectiveness; and the situation of other commands of own forces operating in the same theatre of operations so far as known.
5. Insuring by personal observation and staff assistance that the orders of the Commander are executed.
6. Alloting the work of preparing plans and orders for current and future operations, and coordinates resulting drafts and submits them to the Commander for approval.
7. Making decisions and giving necessary instructions to the Staff in furtherance of said decisions in matters specifically delegated to him by the Commander.

CHIEF STAFF OFFICER - (01) (Cont'd).

8. Advising on all administrative matters and exercising general supervision of the administrative work.
 9. Making a continuous study of the current situation with a view to being prepared for future emergencies.
- (b) Signs "by direction" the following types of correspondence:
1. Routine matters not involving functions of new policy and not involving approval or disapproval of a previous recommendation or action of a Flag Officer, or action on legal papers. All such excepted correspondence will be signed by the Commander.
 2. Matters concerning which the policy of the Commander is known except as noted in (1).
 3. Letters forwarding letters from higher authority quoted for compliance or guidance.
 4. Orders to officers except Flag Officers, except where air priority is requested or authorized.
 5. Letters not coming under the classification of correspondence to be signed by the Commander.

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PERSONNEL SECTION (N-1)

FLAG SECRETARY AND AIDE (05)

202. (1) Performs duties of a personal and confidential nature as may be directed by the Commander.
- (2) Is responsible for the receipt, despatch, recording, routing, and filing of all official written correspondence, and maintenance of a tickler file on all correspondence requiring action, until consummated.
- (3) Authenticates and checks the distribution of operation plans, orders, movement orders and multiple address correspondence requiring authentication.
- (4) Has charge of flag office organization and personnel connected therewith.
- (5) Ascertains that all outgoing correspondence is in agreement with regulations, policies, employment schedules, and correspondence instructions, and is properly distributed.
- (6) Is responsible for the general dissemination of administrative information.
- (7) Supervises the handling of guard mail within the command, and is directly in charge of U. S. Mail.
- (8) Brings to the attention of all officers concerned, all conflicting, inconsistent or overdue correspondence.
- (9) Approves all printing requests.
- (10) Signs correspondence "by direction" for:
- (a) Papers forwarded or returned without comment.

FLAG SECRETARY AND AIDE (05) (Cont'd)

- (b) Correspondence consisting of information or appropriate minor action only.
 - (c) Receipts and tracers for correspondence.
 - (d) Transfer orders, leave papers, etc. for enlisted personnel.
 - (e) Transmission of registered and officer messenger mail.
- (11) Prepares War Diary.
 - (12) Acts as Legal Officer when no other officer is so assigned, and has cognizance of all matters of discipline.
 - (13) Is responsible for corrections in TOP SECRET and SECRET correspondence and replacing superseded correspondence with current matter.

PERSONNEL OFFICER (60)

203. (1) Has cognizance of all matters relating to officer and enlisted personnel involving transfer and receipt, reporting and detachment; quotas for schools, new construction, and rotation; promotions and advancements.
- (2) Is responsible for the preparation of all orders and endorsements concerning personnel with regards to No. 1 above.
- (3) Has cognizance of all matters relating to disposition of the dead, transfer and evacuation of sick and wounded to hospital ships or other ships in company, personnel casualty reports.
- (4) Acts as Life Insurance Officer.
- (5) Acts as War Bonds Officer.
- (6) Has general cognizance over matters of morale, recreation, and training.
- (7) Maintains personnel charts as directed by the Commander.

MEDICAL OFFICER (75)

204. (1) Advises the Commander on all medical matters.
- (2) Has cognizance of and is responsible for assignment of medical corps officers and enlisted personnel.
- (3) Supervises medical supply and medical reports.
- (4) Advises Commander on all phases of medical logistics data and, as necessary, the Logistics Officer.
- (5) Supervises health and sanitation within the command, and sees that all medical precautions are strictly observed for all personnel, especially in areas where dangerous tropical diseases are prevalent.
- (6) Conducts necessary medical inspections of the medical departments of all units of the command.

CHAPLAIN (80)

205. (1) Advises the Commander on all matters of general morale.
- (2) Supervises activities of other officers of the Chaplain Corps assigned to other units of the command.
- (3) Acts in capacity of Welfare and Recreation Officer in event no officer is specifically assigned as such.

INTELLIGENCE SECTION (N-2)

INTELLIGENCE OFFICER (25)

206. (1) The Intelligence Section of the Staff will provide the Commander, the Chief Staff Officer, and all staff sections with timely conclusions as to the enemy's situation and capabilities. The section will collect, evaluate and disseminate to MTBRonsPac, and to any task force or task group under the command of Commander MTBRons PACIFIC Fleet, information of intelligence value.
- (2) The information and intelligence received, acquired and employed by the Intelligence Section is divided into two general types:
- (a) Strategical intelligence, intelligence required for planning, and
 - (b) Operational intelligence, including the strength, location, logistic situation and intentions of enemy forces; information and intelligence of tactical factors pertaining to enemy forces and particularly concerning contemplated operations and combat efficiency.
- (3) In the execution of the duties hereinabove outlined, the Intelligence Officer:
- (a) Is responsible for the immediate availability and effective presentation of all intelligence in regard to the position, composition, strength and operation of enemy forces and of conditions within the theater

INTELLIGENCE OFFICER (25) (Cont'd)

of operations that may have a bearing upon the conduct of enemy operations.

(4) When an estimate of the situation is to be prepared by the Staff, the Intelligence Section:

- (a) Selects from the intelligence annex or information paragraph of the directive from the superior and other available information of the enemy, and presents in suitable form such enemy intelligence as is essential to a complete summary of the situation.
- (b) Tabulates the enemy strength in suitable form for a comparison of relative strength.
- (c) Considers the situation from the point of view of the enemy commander and determines the effect desired to be produced by the enemy and the potential capabilities of the enemy force.
- (d) Prepares intelligence reports and charts at stated times or when directed, summing up enemy intelligence which has been collected and evaluated up to the hour of preparation of the report and giving as complete a picture of their current and indicated future operations as can be provided from available intelligence.
- (e) Advises as to the items of intelligence which are urgently required.

INTELLIGENCE OFFICER (25) (Cont'd)

- (f) Prepares Intelligence Plans.
- (g) Advises as to the urgency of dissemination of intelligence, and prepares despatches to convey such intelligence.
- (5) Supervises as required all counter-intelligence and counter-propaganda activities.
- (6) Interrogates prisoners of war and examines captured documents.
- (7) Maintains contact and exchange of information with intelligence sections of other commands.
- (8) Supervises and coordinates, so far as practicable, the intelligence functions within the command, or tactical organization as the case may be.
- (9) Procures when necessary the services of specially trained photographic interpretation personnel and language personnel for temporary duty in the Intelligence Section.
- (10) Acts as Public Information Officer.
- (11) Cooperates with Aerological Officer in obtaining, disseminating and utilizing weather information for strategic and tactical purposes.
- (12) Assists in the preparation of operation plans and orders and of action reports as may be directed and particularly with regard to intelligence concerning the enemy.

AEROLOGICAL OFFICER (96)

207. (1) Advises the Commander in regard to aerological activities in the command.
- (2) Is in charge of Flag Aerological Unit.
- (3) Supervises work of any other aerological units assigned.
- (4) Makes full daily weather report direct to Commander.
- (5) Furnishes advance weather prognostications for Operations and Logistic Officers as requested.
- (6) Makes a study and submits climatological data on all operating areas, present and future.
- (7) Provides sea and swell forecasts, and has a working knowledge of PT boats with respect to operating in rough seas.
- (8) Makes recommendations regarding typhoon evacuation and precautions to be taken with boats.

OPERATIONS SECTION (N-3)

OPERATIONS OFFICER (11)

208. (1) Is head of the Operations Section; plans, allocates and coordinates the work of that section.
- (2) Assists the Chief Staff Officer in administrative activities, and acts as Chief Staff Officer in the latter's absence. Advises on all administrative matters which may have a bearing on operations or movements of vessels, readiness, details to special duty.
- (3) Prepares plans, coordinates and supervises the training and readiness for battle of the assigned command.
- (4) Prepares cruising instructions, dispositions and tactical procedures.
- (5) Maintains information as to location, current operations, and readiness of ships under the operational and administrative command of the Commander.
- (6) Maintains information as to strength, location, and current operations of U. S. and Allied forces in the same theater of operations; and of features and conditions within the theater of operations other than enemy intelligence.
- (7) Supervises the preparation of that portion of plans and orders for current and future operations delegated to the Operations Section by the Chief Staff Officer.

OPERATIONS OFFICER (11) (Cont'd)

- (8) Maintains close coordination with Intelligence and Logistics Officers which is mandatory for most effective functioning of operation plans.
- (9) Has cognizance of and advises on matters pertaining to bases, anchorages, and operating areas.
- (10) Coordinates preparation of action reports.

AVIATION OFFICER (95)

209. (1) Has general cognizance over all aviation operations and matters with particular reference to coordination with air groups.
- (2) Develops doctrine for combined PT-Air Operations.
- (3) Advises the Commander on plans for combined PT-Air exercises.
- (4) Acts as Liaison Officer with air forces in same area.
- (5) Maintains air plot of all friendly air searches and strikes in area where PTs and tenders are operating.

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GUNNERY OFFICER (90)

210. (1) Has cognizance of all matters coming under the cognizance of the Bureau of Ordnance and correspondence relative thereto.
- (2) Prepares plans and submits schedules for gunnery training exercises to train and maintain the boats of all squadrons and other vessels assigned in the highest state of efficiency practicable consistent with ammunition allowances and assigned missions.
- (3) Prepares and submits plans for the security of squadrons, task groups, or forces when anchored at advance bases or exposed anchorages.
- (4) Maintains corrected records of armament of all squadrons by boats and of other ships assigned, together with types and amount of ammunition on hand, normal and capacity loading.
- (5) Keeps informed of available reserve of ammunition and ordnance components and its location afloat and ashore.
- (6) Arranges for and coordinates ammunition supply of squadrons and other assigned ships, whether at base or at sea.
- (7) Recommends assignment of boats and tenders to specific tasks considering capability of ship's armament for the mission to be accomplished.
- (8) Advises on gunnery features of tactical plans and formations.

GUNNERY OFFICER (90) (Cont'd)

- (9) Exercises supervision over matters pertaining to revisions of standard instructions and procedure regarding armament and its use.
- (10) Has general cognizance over radar installations, their employment and maintenance and upkeep.
- (11) Exercises supervision over matters pertaining to:
 - (a) Mining exercises and materials.
 - (b) Torpedoes and torpedo practices.
 - (c) Smoke screens, both offensive and defensive.
 - (d) Chemical warfare.
 - (e) Rockets and rocket practices.
- (12) Reviews military and material inspection reports, and gunnery phases of action reports.
- (13) Assists in the preparation of action reports as may be directed, particularly with regard to damage inflicted, performance of ordnance material, and ammunition expenditures.
- (14) Assists in all the duties under the cognizance of the Operations Officer as directed.
- (15) Acts as Assistant Operations Officer.

LOGISTICS SECTION N-4

LOGISTICS OFFICER (50)

211. (1) Determines logistic requirements to support plans of operation.
- (2) Provides timely advance information to responsible supporting logistic agencies.
- (3) Exercises maximum effort to correlate logistic demands and operations with those of other operating commands.
- (4) Maintains the most effective and efficient use of available facilities, munitions and personnel within limits of command.
- (5) Reviews all correspondence concerning logistics matters and prepares recommended endorsements where comments and recommendations are necessary.
- (6) Plans for and supervises the procurement, storage, transportation and distribution of all supplies, including fuel and ammunition.
- (7) Plans for and supervises procurement or construction on shore, when required, and the operation and maintenance of supply, evacuation, and maintenance establishments, and of utilities and other facilities relating to shelter, supply and transportation.
- (8) Coordinates the duties of the Logistics Staff, consisting of the Engineering, Material, Gunnery and Supply Officers.

ENGINEERING OFFICER (70)

212. (1) Originates directives as required for the operation of all engineering plants in the squadrons and tenders.
- (2) Furnishes the Logistics Officer fuel and oil requirements.
- (3) Originates directives for the preservation and maintenance of engineering material.
- (4) Furnishes Material Officer information on the condition of machinery in use so that he may keep sufficient spare parts on hand.
- (5) Keeps records on all engineering material in use and repairs to boats accomplished by tenders and bases.
- (6) Recommends to Commander squadrons and tenders for extensive overhaul and repairs.
- (7) Acts as Liaison Officer between squadron commanders and repair facilities of tenders and PT bases.

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MATERIAL OFFICER (51)

213. (1) Has cognizance of all matters coming under the Bureau of Ships for hull and machinery.
- (2) Has charge of material maintenance, repair and salvage within the command.
- (3) Maintains up-to-date information concerning material readiness for action of ships assigned to the command and advises concerning existing deficiencies and action necessary to correct them.
- (4) Reviews all correspondence concerning material matters and prepares recommended endorsements where comments and recommendations are necessary.
- (5) Assists in preparation of action reports as may be directed and particularly with regard to damage sustained by own forces.
- (6) Has cognizance over all alterations and authorized repairs to boats and ships assigned to the command, and maintains a record as to the state of completion of alterations within the squadrons and tenders.
- (7) As an integral part of the Logistics Section, coordinates his work as directed by Logistics Officer.
- (8) Keeps Bureau of Ships informed of usage trends in order that sufficient material may be on contract and in shipment to provide for field requirements.
- (9) Sets up maximum and minimum levels for bases.

MATERIAL OFFICER (51) (Cont'd)

10. Makes recommendations as to changed shipping designations, as older ones become obsolete, in order to provide for smooth uninterrupted flow of material.

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SUPPLY OFFICER (40)

214. (1) Advises the Commander on matters of general supply.
- (2) Prepares directives necessary to establish supply policies and procedures for the command as an important member of the Logistics Section.
- (3) Maintains liaison with supply activities of other commands.
- (4) Supervises preparation of supply or financial reports and returns required by higher authority.
- (5) Maintains follow-up system on all material requisitioned.

COMMUNICATIONS SECTION (N-5)

COMMUNICATION OFFICER (20)

215. (1) Acts in an advisory capacity with subordinate communication officers within the squadrons and tenders and bases.
- (2) Organizes and supervises the operation of visual and radio communications for the entire command.
- (3) Stipulates the provisions for, and supervises, communication security.
- (4) Provides for and operates radio intelligence throughout the command.
- (5) Implements within the command the communication directives received from higher authority.
- (6) Prepares communication plans for future operations, including the implementation of shore bombardment, air support, fighter direction, aerological, and public relation plans.
- (7) Supervises the execution of communication plans in the operation concerned.
- (8) Directly operates the rapid communication system of the flagship, including coding, the routing and distribution of messages, and the supervision of flag and ship communication personnel.
- (9) Supervises within the command the distribution, accounting, and security of classified publications issued by Registered Publications Officers.

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COMMUNICATIONS OFFICER (20) (Cont'd)

- (10) Supervises communication training of the command and conducts frequent inspections to insure compliance with existing instructions and regulations as regards the upkeep and condition of all radio equipment and the conduct of communications.
- (11) Maintain records of type and quantity of all communication equipment installed or being installed in units of the command.
- (12) Prepares such orders as necessary to effectuate proper and rapid internal routing and filing of all dispatch traffic.

COMMUNICATION WATCH OFFICER (18)

216. (1) Stands communication watches, being governed in the performance of these duties by the provisions of the Communication Instructions and such orders and instructions as may be issued by the Flag Communication Officer.
- (2) Becomes proficient in the use of codes and ciphers and is familiar with Fleet and Task Force Operations, routine and staff procedure.
- (3) Has responsibility for the appearance of the Flag Communication Office and Coding Room.
- (4) Has the following responsibilities while on watch:
- (a) Is in direct charge of the communications of this command.
 - (b) Is responsible for the efficiency of the communication watch.
 - (c) Is responsible for complete and rapid internal distribution of incoming dispatches and for the expeditious handling of outgoing drafts.
 - (d) Is responsible for the handling of all dispatches and the efficiency of the coding watch.
 - (e) Has to be fully cognizant of the effective organization of the fleet and is responsible for the setting up and maintaining of communication channels required by the organization.

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COMMUNICATION WATCH OFFICER (18) (Cont'd)

- (f) Is responsible for the custody of the cryptographic aids, publications and devices kept for ready use.

Note: One Communication Watch Officer shall be detailed as custodian of the non-registered communication publications, which he shall keep corrected.

(All Communication Watch Officers and Coding Watch Officers shall assist in the correcting of registered and non-registered publications).

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CODING OFFICERS

217. (1) Stand coding watches, being governed in the performance of these duties by the instructions issued by the Flag Communication Officer.
- (2) Familiarize themselves with all cryptographic systems in use and become proficient in their proper use.
- (3) Are required to perform Flag Coding Board functions as directed by the Flag Communication Officer or the Communication Watch Officer on duty.
- (4) When on watch have the following responsibilities:
- (a) Are responsible for ACCURATE, expeditious, and efficient encryption and decryption of dispatches.
 - (b) Must be fully cognizant of the rules for cryptographic security and will insure strict observance of these rules in handling of the encrypted traffic of this command.
 - (c) Are responsible for the proper handling of all cryptographic aids, publications and devices kept in the coding room.

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SECTION III

COMMUNICATIONS INSTRUCTIONS

301. Authority for organization of the communication force of the Flagship, Commander Motor Torpedo Boat Squadrons PACIFIC Fleet, is contained in Article 786 (2)(b) and (7), and Article 787 and 788, U. S. Navy Regulations.

"786(2)(b). The organization of the staff will include a communication section either as part of the operations division or as a separate division. A line officer of the staff shall be designated as flag communication officer. Such duty may be in addition to other duties.

"(7) While on communication duty the communication force of a flagship will be under direction of the flag officer, but it will be organized and administered insofar as may be practicable like that of any vessel of its type. To this end the Commander may order the ship's communication officer, radio officer, and signal officer to additional duty for communications on his staff. The organization of the communication force of the flagship and the maintenance of the communication files shall be such that in event of the transfer of the flag, the ship's organization for communications will be left intact. (See Article 2039 para. (6)."

While the operating organization comes directly under the Commander, Motor Torpedo Boat Squadrons, PACIFIC Fleet, as indicated above, the Commanding Officer may call upon the radio personnel for such additional duties as he may require under any circumstances.

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Commander Motor Torpedo Boat Squadrons, PACIFIC Fleet, has no direct responsibility concerning upkeep and repair of radio and signal material of the Flagship. The Flag Communication Officer will keep informed of the condition of equipment of the Flagship and will call the attention of ComMTBRonsPac to any practices or material defects which will adversely affect the operation of the Flag Communications.

The entire combined communication force (radio and signal), as far as professional duties are concerned, will come under the direct supervision and cognizance of the Flag. The direct supervision of administration, discipline and training of the ship's personnel will be considered the ship's responsibility. However, the Flag Communication Officer will cooperate and advise regarding assignments and transfers of radio and signal personnel.

The Flagship will provide and maintain the necessary communication organization to insure accurate, efficient, and prompt reception and transmission of messages and necessary encrypting and decrypting. The ship's organization shall provide for the supervision of communications when at anchor by a commissioned officer, who is the officer having the day's duty as Communication Officer.

302. SECURITY.

Compliance with the provisions of Article 76, U. S. Navy Regulations, the Registered Publications Manual, Communication Instructions (Chapter 4 - Manual of Communication Security), Censorship Regulations, and current directives will govern

security of communications. The best regulation for security is to limit the distribution to only those who must know.

303. DISPATCHES.

A. GENERAL

1. DRAFTING OF DISPATCHES

- (a) In order that Commander Motor Torpedo Boat Squadrons, PACIFIC Fleet, may set an example of propriety in drafting of dispatches all officers of the staff will familiarize themselves with the provisions of Communication Instructions relative to that subject. Communication Watch and Coding Officers shall bring to the attention of originating officers all violations of these instructions and recommend necessary corrections. In NO CASE will a change in a dispatch be made without the consent of the originating officer.
- (b) Officers originating dispatches shall send the dispatch written upon the ORIGINATORS ROUGH COPY to the Communication Office via messenger if non-classified or restricted, and via an officer (or other authorized messenger) if dispatch is SECRET or CONFIDENTIAL. TOP SECRET messages will be handled only by designated officers. The smooth write-up shall be returned to the originating officer for his initials (unless he indicates otherwise) after which the messenger shall obtain the initials of the releasing officer. The message will be routed as for an incoming dispatch after it is delivered for transmission.

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- (c) All classified radio dispatches will be released only by the Commander or Chief Staff Officer or their representative if both are absent. Visual or TBS messages of routine nature, and unofficial messages may be released by the Staff Duty Officer. Communication procedure and service messages may be released by the Communication Officer. Permission must be obtained from the Commander before transmission of any message involving the breaking of radio or visual silence.
- (d) An officer desiring to have a dispatch passed to supplementary addresses for action or information shall inform the communication watch officer, who shall prepare the necessary dispatch or procedure signal and obtain initials of originating and releasing officer. This message will then be handled as other outgoing traffic.

2. ROUTING OF DISPATCHES

- (a) Full and complete routing of dispatches is a function of the Communication Watch Officer. A dispatch must be seen by every officer having a possible interest in it. Intelligent and complete routing requires a thorough knowledge of the Staff Organization and careful application of this knowledge to each dispatch.
- (b) The Flag is responsible for delivery of messages addressed to the Flagship. Copies of such messages and copies of messages which are not addressed to,

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but which are of interest to the Flagship, shall be delivered to the ship for internal distribution.

3. DELIVERY OF DISPATCHES

- (a) The Communication Watch Officer shall be responsible for the prompt delivery of dispatches.
- (b) Speed in delivery of dispatches especially those of priority and higher precedence, is essential and the system must NOT be allowed to delay action. However, it is also essential that dispatches be ACCURATELY written up. It is the responsibility of the Communication Watch Officer to insure that a complete and accurate copy of all dispatches is delivered to the proper officers as soon as practicable.

4. EMERGENCIES

- (a) The Communication Watch Officer shall bear in mind that speed in the delivery of a dispatch indicating an emergency is the primary consideration.
- (b) All messages of emergency nature will be delivered by telephone, followed by written up copy by messenger. The following types of messages will always be handled as "Emergency":
 - (1) Contact reports of major enemy units within 200 miles.
 - (2) Contact reports of minor enemy units within 50 miles.

- (3) Damage to any friendly units operating in the same area.
- (4) Air alerts within 200 miles.
- (5) Maneuver signals, diversions or other messages which because of the time element involved must be handled as "Emergency".
- (c) Whenever the volume of traffic is such that it can not properly and promptly be handled, a relief watch will be called, and the Flag Communication Officer informed.

B. ROUTING AND DELIVERY INSTRUCTIONS

1. INCOMING - RADIO (CW or Voice)

- (a) All traffic will be written up in the Communication Office by a confidential yeoman. Each message will be checked for accuracy of content and routing by the Communication Watch Officer. Messages requiring prompt action by this command are immediately brought to the Commander and, if required, the action officer(s). Those not urgent, are held on the Commander's board which is brought to him frequently throughout the day by the confidential yeoman. Filing is accomplished only after all the action and information officers concerned have received a "flimsy" and initialed the original.

(1) TOP SECRET messages are an exception to the above. They are decrypted only by designated Communication Watch Officers who also type and route them. No copies, other than the original, are made and the routing is limited to those selected by the Commander. TOP SECRET messages are placed on a separate file which is kept in a locked cabinet to which only the TOP SECRET Communication Watch Officers and the Communication Officer have access.

2. INCOMING VISUAL

(a) Visual traffic is brought to the Communication Office, where it is handled as in paragraph 1(a) above.

3. OUTGOING RADIO (CW or Voice)

(a) When a message is delivered to the Communication Office, a smooth bond copy and sufficient "flinsies" for interested officers are typed by the confidential yeoman. At that time he obtains an outgoing log number from the outgoing log, selecting a date time group for the message, and enters it opposite the outgoing log number for that particular message. The originator's rough original is stapled to the back of the bond copy. It is then checked and initialed by the Communication Watch Officer who sends it via the confidential yeoman to the originator for initials, and then to the Commander for release.

(1) If the message is classified, it is encrypted and then check-decrypted by another officer. This step is mandatory. The code copy is then written up and the heading composed by the Communication Watch Officer, who assigns the radio circuit on which the message is to be sent and passes it to the radio supervisor for transmission. The plain language is held by the Communication Watch Officer to act as a tickler and to await a time of delivery. The plain language copy of an enciphered dispatch is never brought to the Radio Room.

After transmission has been accomplished, the T.O.D. frequency, and operator's initials are put on the code copy. The T.O.D. is entered in the radio outgoing log and the code is passed to the Communication Watch Officer, who sees that the T.O.D. is entered on the plain language, after which the code is returned to the Radio Room for filing. The message is then put on the routing board so that the Commander, originating officer, and interested persons receive a copy of the message containing the actual time of delivery. The original copy, as in the case of incoming messages, contains the initials of all those who have received flimsies, and is filed on the outgoing file according to date-time.

- (2) If the message is unclassified, it is handled exactly as in 3(a)(1), except that no coding is necessary. The Radio Room receives a plain language copy containing the heading. When the T.O.D. has been properly entered it is returned to the radio supervisor in the same way as a code copy.

4. OUTGOING VISUAL

- (a) Visual outgoing messages are handled in the same way as unclassified radio dispatches, except that instead of going to the Radio Room, they are sent up to the signal bridge for transmission.

304. ADMINISTRATIVE COMMUNICATION ORGANIZATION.

- (a) The communication watch will normally consist of:

- (1) Communication Watch Officer
- (2) Coding Board Officer
- (3) Confidential communication yeoman
- (4) Radio Supervisor
- (5) Radio Operators
- (6) Signalmen

- (b) A continuous watch will be maintained as directed by the watch bills, which are approved by the Communication Officer. The watch bill will be so arranged that off-duty coding board officers can be called to assist in handling any backlog which may have accumulated. The watch will not be considered properly relieved until all pertinent information has been passed to the oncoming watch.

305. COMMUNICATION FILES

(a) The Flag Communication Staff will be responsible for the Flagship's communications. Copies of messages for the ship will be handed to the ship's Communication Officer, who will receipt for them and assume responsibility from that point. The Flag's files are to be completely separated from the ship's, so that in the event of the Flag's removal from the ship, each organization's files will be intact and readily moved. In addition to incoming and outgoing files, individual files for each type of general message will be maintained.

(b) The following files shall be maintained in the Flag Communication Office:

CLASSIFIED

RADIO AND VISUAL

AWAITING ACTION FILE (Includes "Answer Required" and Tracers.)

GENERAL FILE

U.S. FLEET

ALNAV

AIC OM

ALPAC

ALPOA

PACFLT

NAVOPS

ALCOMPACS

MAILGRAM

BASEGRAM

QUEEN MESSAGE (By Staff Navigator).

MISCELLANEOUS

306. REGISTERED AND OTHER SECRET AND CONFIDENTIAL PUBLICATIONS

The Flag Communication Officer is responsible to the Commander Motor Torpedo Boat Squadrons, PACIFIC Fleet, for the custody of all registered publications.

A Communication Watch Officer, designated as Registered Publications Officer, is the custodian of registered and other secret and confidential publications. He shall receipt to the Flag Communication Officer for all registered or restricted documents which must be accounted for by the Commander Motor Torpedo Boat Squadrons, PACIFIC Fleet.

All registered and other important publications shall be catalogued to show their receipt and the safes in which they are stowed. No registered publications shall be issued except on written receipt of an authorized individual, which receipt shall be obtained at the time of issue. Other confidential or secret publications and important documents shall be handled in a similar manner.

In accounting for registered publications when preparing quarterly inventory, each publication actually must be sighted by the officers taking inventory.

Confidential and secret publications shall be kept only in authorized stowages.

The Coding Board Officer on watch shall be responsible for the publications in the communication office safes. The Registered Publications Officer shall make a weekly inventory of the contents of the communication office safes.

The Registered Publications Officer shall be the only person regularly in possession of the combinations of safes containing unissued registered publications, except for: (a) Communication Office safes; (b) War Plans safe; (c) Secret Mail safe. In order that access to any safe may be had in the absence of the regular custodian, the Registered Publications Officer shall maintain in sealed envelopes the combinations of all safes assigned to the Staff. These sealed envelopes shall be kept in the communication office safe. Prompt report shall be made to the regular custodian of a safe whenever the envelope containing the combination thereto is opened for any purpose.

The Registered Publications Officer shall change the combination of all safes allocated for the stowage of classified publications when he first receipts for the registered publications, and from time to time thereafter, particularly subsequent to the opening of a safe by another officer.

The Registered Publications Officer shall keep a record of all "shipment memoranda" to insure receipt of all matter. He is responsible that all publication in his custody are corrected to date. It is desirable that members of the Staff correct their own publications; but even though they do so, their work shall be checked by the Registered Publications Officer, who is responsible for their being correct.

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SECTION IV

DUTIES OF STAFF DUTY OFFICER (14)

- (1) Staff Officers, who are so designated, will stand a day's duty, in port, in accordance with the Staff Duty List submitted by the Senior Watch Officer of the Staff, and approved by the Chief Staff Officer. Tours of day's duty will be 24 hours, commencing at 1200 on the day indicated.
- (2) The Staff Duty Officer will keep the O.O.D. and C.W.O. informed of his identity and where he may be easily reached.
- (3) In case it should become necessary for the Staff Duty Officer to leave the ship because of duty, or for some other urgent reason, he will endeavor to obtain a relief from the Senior Watch Officer of the Staff. If no relief is on board, he will inform the Chief Staff Officer and Commanding Officer of his movements and the anticipated extent of his absence.
- (4) The duties of the Staff Duty Officer assume particular importance when, in the absence of the Commodore, Chief Staff Officer, or other members of the Staff, he is called upon to make decisions in case of emergency, or on matters which cannot be delayed for reference to higher authority or to the officers having cognizance. This makes it imperative that all officers standing a day's duty keep themselves thoroughly informed as to the existing situations, policies of the Commodore, and the usual and proper manner of taking action on all matters which may develop.

0045

(5) The Staff Duty Officer will perform the following specific duties:

- (a) Receive routine reports.
- (b) Act on routine matters.
- (c) Attend the side when the Flag Secretary is not available.
- (d) Regulate the movements of the barge and other boats assigned to the Staff, in conjunction with the Flag Secretary. Be familiar with the Harbor Berthing Chart so that explicit directions can be given the coxswain of any boat, prior to the departure of the Commodore in it.
- (e) Keep the Commodore and Chief Staff Officer informed of all important matters, particularly those which have transpired during their temporary absence.
- (f) Keep informed of the movements of the Commodore and Chief Staff Officer.
- (g) Examine all mail received during any prolonged absence of the Flag Secretary and decide what action, if any, must be taken.
- (h) Read and initial all dispatches, taking action if necessary, in the absence of the action officer. Receive Aerological forecasts from the Aerological Officer, and when bad weather is expected, transmit the necessary information and warnings to ships present in this command, or to all ships present if SOPA.

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- (6) In all occasions requiring immediate action of an emergency nature, the Staff Duty Officer will take such appropriate action as may be necessary, informing the Commodore or higher authority of the action by the most expeditious means.
- (7) In case an officer is unable, for any reason, to assume his assigned day's duty, the Senior Duty Officer will designate a relief from the available officers.
- (8) The Staff Duty Officer will maintain a Flag Log during the period of his duty.
- (9) In turning over the Staff Duty to the regular relief, all officers will be extremely meticulous in seeing that their relief is apprised of all pertinent information necessary for him to assume the day's duty, with particular reference to any unfinished items or anticipated developments. Turning over the Staff Duty will be done in a precise, formal manner as required by Navy Regulations.

SECTION V

RELATIONSHIP BETWEEN FLAG AND FLAGSHIP

701. All members of the Staff of ComMTBRonsPac will be guided in their relations with the Flagship by the following instructions:

Relationship between the Staff and the Flagship is the same as that between the Staff and the other ships of the Squadron. The mere fact that ComMTBRonsPac and his Staff are quartered in the Flagship does not warrant interference with the internal organization of the ship, nor any by-passing of usual and proper channels of contact between the two. Staff officers in their contacts, official and personal, with vessels and officers within as well as without this command, will exercise courtesy and tact at all times.

702. Staff officers are responsible only to ComMTBRonsPac. They are, however, subject to, and are expected to abide by, the ship's regulations and routine as promulgated by the Flagship.

703. As representatives of ComMTBRonsPac, Staff officers will normally conduct all official business through the Commanding Officer of the Flagship or the Executive Officer thereof, and will refrain from giving orders and instructions to the Officer of the Deck or to subordinate officers of the Flagship, except in cases of emergency and when acting under delegated authority. All official correspondence with the Flagship shall be addressed to, and routed through, the

prescribed channels to the Commanding Officer thereof.

704. The communication departments of the Flagship will be under the operational control of ComMTBRonsPac, and orders relative to such operation will be issued by the Flag Communication Officer under the authority of ComMTBRonsPac. The Commanding Officer of the Flagship may be requested to order certain officer communication personnel to additional duty with the Flag as may be desired by ComMTBRonsPac.

705. The Commanding Officer of the Flagship may be requested to order the Medical Officer and the Supply Officer of the Flagship for additional duty with the Staff as desired by ComMTBRonsPac.

When officers of the Staff report aboard any other ship or Flagship in an official capacity they shall report their presence on board to the Commanding Officer, and if a Flagship to the Flag Officer, stating their status as a member of the Staff of ComMTBRonsPac. The purpose of their visit, and request permission to conduct their business as may have been directed. Prior to departure they shall likewise inform the Commanding Officer and Flag Officer of their desire to depart, with a brief resume of the results of their visit, together with any further comments and recommendations as may be appropriate in the premises.